

Instructions for Completing the Pipeline Evaluation Form

1. **Recommendations** – Note your overall recommendations by checking the appropriate boxes. If the “Monitor” box is checked, note in the comments the conditions that need to be monitored and the criteria. Also, include some form of threshold when another action should take place.

For the other boxes, add information in the comments section when appropriate. If the “Divert Flow” box is checked, you should provide an explanation. If there is not enough room for all the comments, simply note “OVER” at the bottom of the form and continue on the other side.

2. **Comments** – Explain any part of the assessment that the evaluator believes needs to be explained. If the pipeline should be posted RESTRICTED USE, note any restrictions that are not already checked off in the recommendations section. If the pipeline should be posted UNSAFE, explain why.
3. **Pipeline Description** – Describe the construction and materials of the pipeline, and the material the pipeline carries. In the spaces where dimensions are requested, provide either estimated or actual measurements.
4. **Damage Observation (DO)** – The damage scale is used to rate the severity of damages.
5. **Sections E through R** – Estimate the level of damage for each component or element listed. For areas not seen use the NO (Not Observed) rating. Rate only what you can see by walking around, over, and under the pipeline.
 - If the pipeline is buried, look for conditions on the surface that will indicate damage has occurred. If none is observed, mark the line with NO.
 - In item Q, if leakage is found make your best estimate on the leakage rate. In Section R, the closest manhole can be estimated or paced.
 - Make sure that you indicate somewhere the direction to the nearest manhole.
6. **Remarks** – Expand on the results of the assessment as needed. As with the comments section, if there is not enough room, simply mark “OVER” at the bottom and continue on the other side.